

Information Technology Resource Management Council (ITRMC)
Meeting Minutes

Approved by Council June 30, 2004

February 18, 2004

The February 18, 2004, meeting of the Information Technology Resource Management Council (ITRMC) was held from 1:45 to 3 p.m. in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:

Pam Ahrens, Department of Administration
Colonel Dan Charboneau, Idaho State Police
Dr. Marilyn Howard, Department of Education
Keith Johnson, Office of the State Controller
Karl Kurtz, Department of Health and Welfare
Rep. David Langhorst, Idaho House of Reps
Roger Parks, JR Simplot Company
Senator Elliot Werk, Idaho State Senate
Steve Wilson, Idaho State Tax Commission

Designates –

Mark Richardson, Idaho Transportation Dept.
Nancy Szofran, State Board of Education

Absent Members:

Senator Hal Bunderson, Idaho State Senate
David Ekern, Idaho Transportation Department
Rep. Lee Gagner, Idaho House of Representatives
Ken Harward, Idaho Association of Cities
Mary Elizabeth Jones, Filer, Idaho
John Peay, Idaho Supreme Court
Gary Stivers, State Board of Education

Others Present:

Nathan Bentley, ITRMC Staff
Carla Casper, Department of Administration
Rich Elwood, ITRMC Staff
Bill Farnsworth, ITRMC Staff
Don Fournier, ITRMC Staff
Emily Gales, ITRMC Staff

Kevin Iwersen, ITRMC Staff
Mike Key, Idaho State Police
Randy Lindberg, Integrated Computer Solutions
David O'Neill, Boise State University
Joe Roche, Department of Administration
Randy Tilley, Div. of Financial Management

ITRMC STAFF

Digital Government Day: Report

Bill Farnsworth, ITRMC Staff, provided a brief report on *Digital Government Day*, an annual event held by the ITRMC to provide Idaho legislators and citizens an opportunity to learn about the numerous online services offered by state and local government. There were 28 booths, and most participants reported more traffic from state legislators than in 2003. Farnsworth also mentioned there was good interaction between booth participants.

Idaho Business Web Portal Development

Farnsworth advised of an effort to develop a state business web portal, '**business.idaho.gov**,' which would provide one area for businesses to find needed information. Initial discussions would include representatives from the Department of Commerce and Labor, Small Business Administration (SBA), Idaho Industrial Commission, State Tax Commission, Office of the Secretary of State, Small Business Development Center (Boise State University), and others. Per Farnsworth, Access Idaho, the Idaho Transportation Department, the State Tax Commission, and the Idaho State Police had already developed, a conceptually similar portal, '**trucking.idaho.gov**.'

Statewide GIS Data Purchase: Partners Needed

Nathan Bentley, ITRMC Staff, described an opportunity to partner with the U.S. Farm Service Agency (FSA) and the U.S. Natural Resources Conservation Service (NRCS) for the improvement of data acquisition via the FSA's National Agriculture Imagery Program (NAIP). Bentley was asked to identify \$500,000 in non-binding state support. He was soliciting city, county, state, federal, and tribal government agencies, as well as the private sector. After visiting with 15 counties, ten had committed financial resources equaling \$28,000. In all, approximately \$130,000 had been so far identified. The data would become public domain, and would be available via the state's geospatial data clearinghouse, INSIDE (Interactive Numeric Spatial Information Data Engine) Idaho. If interested parties were able to commit the needed funds, the data acquisition would begin during the second week of June 2004, with a deliverable date of June 2005. Bentley then discussed the benefits of participating in the program.

STATE OF IDAHO IT STRATEGIC PLAN

Rich Elwood, ITRMC Staff, reviewed the process the Council and Staff had undergone in the revision of the State of Idaho Information Technology Strategic Plan. From this process, a vision statement and five goals (with corresponding action steps) had been crafted. Elwood then thanked those who took part in the revision process.

Discussion Items:

- In answer to a question from State Controller **Keith Johnson**, Elwood advised no negative feedback had been received with regard to the revised Plan.
 - **Steve Wilson**, State Tax Commission, relayed some concerns on the part of state information technology (IT) managers related to potential changes in business processes that plan implementation could create. IT managers also asked for clarification on the meaning of the goal entitled "Manage information technology from an enterprise (statewide) perspective."
- 'Goal – Promote collaborative relationships between State agencies, public and higher education, and local governments,' second bullet. **Colonel Dan Charboneau**, Idaho State Police, pointed out this action was being handled by a group outside of ITRMC, and requested a wording change. It was decided this item would be changed to read "*Promote and support a statewide vision and plan...*" rather than "*Develop a statewide vision and plan...*"
- Per **Karl Kurtz**, Department of Health and Welfare, goal action items would without doubt need to be modified as the Plan was implemented; they were fairly fluid. Elwood concurred.
- **Roger Parks**, JR Simplot Company, suggested the Council could play more of a facilitation role concerning the promotion of collaborative relationships across state agencies.
- On behalf of the state's colleges and universities, **Nancy Szofran**, State Board of Education, commented that the Plan did not reflect the education community's uniqueness and diversity.
 - Chairman Ahrens invited Szofran and other members of the education community to meet with her regarding suggested changes to the Plan.

- Chairman Ahrens later discussed the possibility of each Council member handling implementation of specific Plan goals/action steps.

MOTION: Kurtz moved and Parks seconded a motion to adopt the State of Idaho IT Strategic Plan, with revised language under ‘Goal – Promote collaborative relationships between State agencies, public and higher education, and local governments,’ and the motion passed unanimously.

ITRMC IT POLICIES, ENTERPRISE STANDARDS & GUIDELINES

Agency Compliance

Elwood continued. Pursuant to a Council request for the Staff to meet with agency directors and/or IT directors to determine reasons for non-compliance with ITRMC IT policies and enterprise standards, the Staff had developed a survey to simplify the process. The survey was distributed to 62 state departments, agencies, boards, commissions, and colleges and universities. As of February 18, there was a phenomenal return rate of 85.5%. Elwood emphasized the findings were raw data, and would serve to educate agencies, as well as help the Staff focus its efforts on talking to agencies about specific items. He continued with a broad overview of the survey results.

ITRMC IT Policies

72.9% indicated they complied

17.5% indicated they did not comply

9.6% of policies were identified as not applicable to some agencies

ITRMC IT Enterprise Standards

68.8% indicated they complied

11.6% indicated they did not comply

19.6% of standards were identified as not applicable to some agencies

Discussion Items:

- Responding to a question from Col. Charboneau, Elwood advised onsite visits or telephone calls to agencies were the Staff’s next steps in identifying and dealing with compliance issues.

Six-Month Review, No Revision

Upon six-month review by the ITRMC Staff, no changes were recommended for the following standards: 2100 Operating System (O/S), 2510 Network Operating System, 3110 Network Services – Internet/Intranet Web Browser, 3120 Network Services – Data/Network Integrity, 3130 Network Services – Video Conferencing, 3200 Security – Firewall, 3220 Security – Virtual Private Network, 3510 Network Connectivity and Transport – Transport, 3520 Network Connectivity and Transport – Local Area Network, 3530 Network Connectivity and Transport – Wireless LAN, 3540 Network Connectivity and Transport – LAN Backbone, 3550 Network Connectivity and Transport – Structured Cabling, 5110 Metatags, and 5120 Web Publishing.

Discussion:

- Wilson relayed a comment he had received from a state IT manager on Standard 3200 Security – Firewall. It was suggested that a Cisco, Inc. product be added to the list of approved products. Wilson also mentioned the state’s IT community would like to see the Council move away from product-based standards and towards industry-based standards.

- Per Chairman Ahrens, Standard 3200 would not be included in the 'six-month review, no revision' vote, and would be discussed at the April ITRMC meeting.

MOTION: Werk moved and Parks seconded a motion to approve with no revisions, ITRMC IT Enterprise Standards 2100, 2510, 3110, 3120, 3130, 3220, 3510, 3520, 3530, 3540, 3550, 5110, and 5120, and the motion passed unanimously.

Rescind (re-vote)

Note: There was not a quorum present during the original vote to rescind ITRMC IT Policy 4010, Digital Certificates & Public Key Infrastructure, and IT Enterprise Standard 3210, Security – Network Intrusion Detection System. For more information, see <http://www2.state.id.us/itrmc/council/minutes/m030820.htm#rescind>).

MOTION: Werk moved and Kurtz seconded a motion to rescind ITRMC IT Policy 4010, Digital Certificates & Public Key Infrastructure, and IT Enterprise Standard 3210, Security – Network Intrusion Detection System, and the motion passed unanimously.

ADJOURNMENT

As time did not allow for further business, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 3 p.m. The next meeting of the ITRMC would be held on Wednesday, April 21, 2004, from 8:30 to 11:30 p.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant